



"Beyond Providing Water..."

Republic of the Philippines  
**SAN FRANCISCO WATER DISTRICT**  
San Francisco, Agusan del Sur

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Sir,

Please quote your price at the spaces hereunder corresponding to the articles called for under **Purchase Request No. 2023-07-0173** dated **July 26, 2023** to be delivered at SFWD Office within **10 calendar days from the receipt of Purchase Order.**

  
**IVY P. DOLIGUEZ**  
BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	18	Ream	Bond Paper, Long, 70gsm		
2	9	Ream	Bond Paper, Short, 70gsm		
3	200	Pc	Ballpen – Ballpoint, Black, 0.70mm		
4	10	Roll	Masking Tape, 2 inches		
5	10	Box	Rubber Bond, 350g		
6	1	Pc	Flash Drive, at least 16GB		
7	1	Pc	Calculator, at least 12 digits		
8	2	Box	Staple Wire, No.35mm		
9	2	Ream	Bond Paper, A4, 70gsm		
10	10	Pc	Correction Tape, Refill for WH605		
11	20	Box	Paper Clip, Small		
12	5	Box	Paper Clip, Big		
13	5	Box	Binder Clips, 51mm		
14	3	Box	Binder Clips, 41mm		
15	15	Box	Binder Clips, 25mm		
16	5	Pad	DTR Form, CSC Form No. 48		
17	30	Roll	Masking Tape, ½ inch		
18	1	Ream	Folder, Long		
19	10	Pc	Archive Filer (see attached photo for references)		
20	15	Roll	Masking Tape, 1 inch		
21	5	Roll	Scotch Tape, 1 inch		
<b>TOTAL</b>					



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BAC Chairperson

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
<b>TOTAL</b>					

I HEREBY CERTIFY that the above-listed articles are actually carried on stock by me and that the prices quoted are hereby specified. The terms and conditions of this call are hereby accepted. Time for delivery / pick up is within \_\_\_\_\_ ( ) calendar days from receipt of the Purchase Order.

  
**JANICE M. ALCULAR**  
Canvasser

\_\_\_\_\_  
**NAME & SIGNATURE OF BIDDER/DEALER**

\_\_\_\_\_  
Nationality